

Chief, Management Staff

1 March 1956

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Weekly Report - Week Ending 29 February 1956

1. The Records Center has on hand a total of 22,410 cubic feet of inactive records as of the end of February. The replacement value of filing equipment required for this many records is over \$660,000.

The volume of records now in the Center is 54% of the total capacity of the building. Based on receipts of inactive records for the past two years and the estimated rate at which records will be destroyed for the next two years additional Records Center space will be required by approximately the first of October, 1958.

2. The status of the records disposition program throughout the Agency is as follows:

(a) DD/I Area — Records control schedules have been prepared for all major offices except OCR. Arrangements have been made to begin a records disposition survey in OCR as soon as personnel is available. During the calendar year 1955, every office in the DD/I area transferred some inactive records to the Center. The program in this area seems to be well established.

(b) DD/P Area — A records control schedule was prepared by DD/P in November 1954 and approved by this office. At the end of December, 1955 they had only 1678 cubic feet of records in the Center. However, we have recently been advised that they plan to step up their rate of transfer to 8,000 cubic feet by the end of the calendar year 1956. Two transfers of approximately 300 cubic feet each have been made since the first of this year.

(c) DD/S Area — The records control schedules have been completed for 5 major offices and 6 additional ones are in process. All major offices except Security transferred some records to the Center during the past year. Disposition of records in the Security Office should begin this year.

In addition to the above, some inactive records were transferred from the Executive Registry. A records control schedule is planned for this area as soon as personnel is available.

3. We completed 15 new and revised forms this week. The workload now consists of requests for 25 new and 12 revised forms.

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